

## news & notes

### NEW EQUIPMENT CHECKLIST

With technology advancing so swiftly, we need to keep up with the times, and that often means getting new equipment to help us improve productivity. But new equipment can also introduce new hazards. Use this list to safely operate new equipment.

- Do you know the hazards?
- Do you have the required PPE?
- Are there any materials close to the equipment that could get caught in the equipment's moving parts, catch fire, or cause other problems?
- Are guards and safety devices in place and operating properly?
- Are you following the recommended start-up procedure?
- Are you loading/feeding the equipment correctly?
- Are you operating the equipment properly and within established tolerances?
- Are you using this equipment only for its intended purpose?
- Would you recognize any signs that the equipment is malfunctioning?
- Do you know to whom you should report equipment problems?
- Are you following the recommended shutdown procedure?
- Do you know the proper procedure and schedule for maintenance on this equipment (if authorized to service the equipment yourself)?

**Never operate any equipment unless you are trained and authorized.** There are too many hazards associated with most equipment for inexperienced people to use it.



Things not to do.



2010 - 01

## Mark of a Craftsman

### *Use your tools properly and safely*

Everybody uses tools at some time or other, even if it's just to hammer a nail, turn a screw, or chop some wood. Although tools have different functions and some may be hand tools while others are power tools, the same basic safety rules apply to all of them whether you use them on the job or at home. For example:

- **Select the right tool for the job.** Never use a screwdriver as a chisel, knife, or lever, for instance. Don't risk a serious injury by using an ax or a heavy pipe wrench as a hammer. Use tools for only the specific purpose for which they are intended.
- **Inspect tools before use.** Make sure they're in good condition and safe to use. Get replacements for broken or defective tools rather than trying to use them, which could be dangerous.
- **Use tools correctly.** Hold them properly, apply the right amount of force, and keep your other hand clear. Follow safety directions in the instruction manual for power tools.
- **Take good care of your tools.** Keep them clean and sharp, and store them properly. Don't store pointed or sharp tools in a way you or someone else could be injured when reaching for them in a toolbox or tool crib.
- **Wear appropriate PPE.** That almost always means safety glasses to protect your eyes from chips and particles. It might also mean safety shoes and gloves. For some power tools, hearing protection might also be a good idea.
- **Transport tools safely.** Carry them in a toolbox, tool belt, bucket, or cart. Doing so eliminates the risk that a heavy tool could drop on your foot—or someone else's head if you're working on a ladder or scaffold.
- **Handle tools safely.** Never throw or toss a tool to a co-worker. Instead, hand it over with the handle toward the receiver.
- **Pay attention while using tools.** Focus on what you're doing. A moment's inattention could end up in an accident and severe injury.

Prevent injuries when using tools by always putting safety first.

## HELP IS JUST A PHONE CALL AWAY

Do you or someone you know have a drinking problem?

Perhaps this is the time to take a step toward dealing with the problem and getting help. Call 1-866-750-1327.

The City of Helena provides an Employee Assistance Program (EAP) through Reliant Behavioral Health. The EAP is provided for FREE (no out of pocket cost), and confidential services cover employees and their dependents, living at or away from home, and all household members, related or not.

## KEEP ON TOP OF CHANGES

Even though your job seems the same every day, over time changes occur that could affect your safety. For example:

- New procedures may be introduced.
- New equipment may be installed or old equipment may be upgraded.
- New employees may join the work team, and some of them may be inexperienced and not know about safety hazards and precautions.
- New chemicals or materials may be used in your work area.

In addition, over the course of a workday, combustible trash may build up and cause a fire hazard. Or a co-worker might leave items lying around that create a tripping hazard. Someone might spill something and fail to clean it up, which causes a slipping hazard. Just because a hazard wasn't there yesterday or an hour ago doesn't mean it isn't there now. Keep your eyes open!



# Eye Safety Quiz

*Are you working to protect your vision?*

Circle T for True or F for False for each statement below.

1. Eyewear for protection against flying objects should be equipped with side shields. **T F**
2. Regular safety glasses will protect your eyes adequately from dust, vapors, fumes, and mists. **T F**
3. When protective eyewear lenses become pitted or scratched so that you cannot see through them clearly, they should be replaced. **T F**
4. Always select eye protection that protects you against the minimum level of potential hazard. **T F**
5. Inspect your eye protection for damage at least once a week. **T F**
6. If you get a particle in your eye, rub the eye until tears wash the particle out. **T F**

### Answers:

- (1) True. Goggles are good, too, and a face shield over goggles or safety glasses offers extra protection.  
(2) False. Use offset ventilated safety goggles with a face shield.  
(3) True. (4) False. Always select eye protection that protects against the *maximum* level of potential hazard.  
(5) False. Inspect eye protection daily before use.  
(6) False. *Never* rub the eye. Instead, flush with water until the particle comes out. If it doesn't rinse out, cover the eye and get medical attention.

# Prevent Injuries

*Strive for an accident-free life*

What have you been doing during the past year to prevent injuries on the job and at home?

### At work, have you:

- Followed safety rules?
- Worn required PPE?
- Applied what you've learned in safety meetings to your job?
- Reported workplace hazards?
- Asked questions about anything you don't understand?
- Focused on your work and avoided distractions?
- Teamed up to inspect your work area and keep it clean and safe?
- Read labels and material safety data sheets (MSDSs) before using chemicals?
- Looked for ways to improve workplace safety?

### At home, have you:

- Developed a family emergency plan and practiced it with the whole family?
- Installed smoke alarms and fire extinguishers around the home?
- Made sure that poisons and other home hazards are secured and out of the reach of curious or careless children?
- Used power tools, lawn mowers, and other hazardous equipment safely and taught family members to do so as well?
- Worn appropriate PPE, such as safety glasses, gloves, and hearing protection, when performing tasks that could cause injuries?